

## Nomination for the National Executive

*Thank you very much for considering to share your skills and time by serving the Celebrants Aotearoa community as a member of the national executive team.*

*This is a voluntary role on a working executive committee with travel and some other out of pocket expenses covered.*

This is a truly rewarding role and you will meet, interact and network with members across the country as well as share a responsibility to help, innovate, develop and grow our organisation. It can also be a time-hungry role.

Executive members are actively involved in the governance and day-to-day management of our member organisation. The NE is supported by Your Virtual Assistant, (AKA Celebrants Aotearoa support) who assist with general administration, membership, database, social media, finance and website management.

Members of the NE have portfolios of responsibility aligned with their individual skill and interest, e.g., finance, social media, membership, VCANZ, external relationships, health and safety, policies, communication, marketing, branch liaison, conference and events.

From time to time a member of the NE may take a lead on a special project and other members can be co-opted as necessary.

The expectation is that members of the NE commit to attend monthly meetings (usually, the second Tuesday, 7.30pm - 9pm via Zoom) and 2-3 face-to-face meetings, most often held in Wellington in March (one day), May (two days, to coincide with conference and AGM); and November (one day). Depending on your hometown, a one-day meeting may include an overnight stay.

You do need to have the facility to respond to emails in between meetings. As well as contributing to the shared decision-making processes you need to have the time to maintain and develop the portfolio which you take on as part of the shared work of the NE team.

In between, the NE members and Celebrants Aotearoa support are in regular by email and phone contact.

Carol Gunn, a previous national president, outlined the role of the NE as follows:

- To represent the interests of all members throughout the country at all times not just the particular branch/region from which an Executive Member originates or is Liaison for.
- To promote the objectives of Celebrants Aotearoa as noted in the Constitution
- To foster celebrancy, and to support celebrants in carrying out their duties competently, professionally and ethically.
- To maintain high standards among celebrants, including ethical standards and standard of cultural respect and sensitivity.
- To encourage co-operation and the exchange of experience and ideas among members.
- To provide advice and information to support Members in the effective performance of their duties.
- To facilitate educational opportunities and to encourage the continuing professional development of members.
- To promote public awareness of the roles and functions of celebrants.
- To act as an advocate for celebrants with government and other organisations and agencies
- To continue to listen to the membership as they are the focus and ensure their needs are being met. At the same time there needs to be an awareness of 'agendas' that might be being promoted for small but vocal groups.
- To avoid being reactionary no matter how irritating an issue may be. Ask, what can/should be changed? This may take time so periods of reflection are necessary and important.
- To maintain the confidentiality of meetings – this is important as is all discussion. Whether there are unanimous or divided decisions, the outcome is the National Executive speaks with one voice publicly.
- To ensure that the building blocks of the previous years of Celebrants Aotearoa remain strong and professional, maintaining the necessary vigilance regarding the quality of everything in which the Association is involved.
- To attend all meetings whether in-person or online wherever possible, and advise the President/Support Person if unable to attend.
- To attend to management area/s and report in good time for other members to read before a meeting.
- To develop meaningful relationships with the branches through our NE liaison system.
- To develop meaningful relationships with external stakeholders for the benefit of all members.
- To move forwards as a team in a strong, purposeful, positive and professional manner remembering the acronym for TEAM:
  - TOGETHER
  - EVERYONE
  - ACHIEVES
  - MORE!

## Duties of the National Executive

As outlined in the CANZ Rules

- 8.1 As soon as practicable after being elected or appointed to the National Executive, each member must become familiar with these Rules and the Incorporated Societies Act.
- 8.2 The National Executive is collectively responsible for ensuring that the Association complies with the Incorporated Societies Act and that individual members of the National Executive comply with these Rules.
- 8.3 National Executive members must exercise their powers and discharge their duties:
  - a. In good faith in the best interests of the Association;
  - b. For a proper purpose;
  - c. With care and diligence; and
  - d. To avoid and declare any potential or perceived conflicts of interest.
- 8.4 A National Executive member who has a material personal interest in a matter being considered at a National Executive meeting must disclose the nature and extent of that interest to the National Executive.
- 8.5 If the President determines that the National Executive member has a material conflict, the National Executive member:
  - a. Must not be present while the matter is being considered at the meeting; and
  - b. Must not vote on the matter.
  - c. If there are insufficient National Executive members to form a quorum after all National Executive members who have a material personal interest are disqualified from voting on a matter, a general meeting may be called to deal with the matter.
- 8.6 This rule does not apply to a material personal interest:
  - a. That exists only because the National Executive member belongs to a class of persons for whose benefit the Association is established or,
  - b. That the National Executive member has in common with all, or a substantial proportion of, the Members of the Association.
- 8.7 National Executive members and former National Executive members must not make improper use of:
  - a. Their position
  - b. Information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- 8.8 The business of the Association must be managed by or under the direction of the National Executive.
- 8.9 The National Executive may:
  - a. Appoint and remove the President/Secretariat.
  - b. Establish subcommittees consisting of members and non-members with terms of reference it considers appropriate.
  - c. Approve (and from time to time amend) a Code of Conduct and a Code of Ethics which will be binding on all members once notice is given to members of them. Such codes may be published on the Association's website.

## National Executive Branch Liaison role

This vital role allows for a positive and encouraging relationship to be maintained between the National Executive and branches.

Regular phone conversations and in-person visits to a branch to attend workshops, socials and the APM are part of what this role entails.

- [See organisational chart here](#)

*If you need more information, please get in touch with a member of the NE.*